



SC – Pay Grade 24

Government Affairs Manager

Duties and Features of the Class:

This is an exempt, executive-level position with a primary focus to support County Council and County Administration. This position serves as the primary point of contact for the Administration for external constituencies, often on complex and confidential issues. Incumbent functions as a primary assistant to the County Administrator and Finance Director/Chief Operations Officer directing and implementing a diverse range of policies, programs, and projects in support of the County Council and County Administrator's established mission and goals. Incumbent will oversee and/or participate in the coordination, supervision, and completion of special projects with various County departments. The position exercises a significant degree of independent action in carrying out duties and responsibilities. Work is performed under the general direction of the County Administrator and Finance Director with latitude for independent judgement and action.

Examples of Work:

- Serves as a point of contact to the Members of County Council in assisting with external affairs and constituent relations
- Serves as a project coordinator and is a direct liaison with County departments and Administration to include project tracking, issue development, and interdepartmental coordination
- Coordinates interdepartmental or intergovernmental special projects
- Prepares recommendations to Administration on issues needing higher level decisions on current County issues
- Reviews and monitors activity in the State legislature and State agencies for initiatives that may impact the County
- Represents Administration at intergovernmental meetings
- Resolves constituent complaints in a professional and effective manner
- Performs related work as assigned

Required Knowledge, Skills, and Abilities:

Extensive knowledge of several major governmental functions such as but not limited to administration, budget, finance, personnel, planning & zoning, public safety, and intergovernmental relations; extensive knowledge of the functions of the County government and the issues facing it.

Ability to effectively coordinate the activities of several departments in the conduct of major projects and tasks; ability to manage multiple projects at once and to meet scheduled goals; ability to synthesize in a concise, coherent and meaningful fashion large amounts of information into a professional report; establish and maintain effective working relationships; possession of integrity and initiative.

High level of skill in oral and written communications with the ability to represent County Council and Administration in working groups, public forums and various speaking engagements.

Must possess an exceptional level of experience with MS Office to include Word, Excel, Outlook and PowerPoint.

Qualifications:

Minimum of a Bachelor's degree in Business, Management, Public Administration, Political Science, Finance, or related field; Advanced degree preferred; plus at least five (5) years of experience involving all types of administrative and management work in a large organization, leadership experience; experience in interpreting laws, rules, regulations, standards, policies and procedures; or an equivalent combination of education and experience.

Additional Requirements:

- Direct Deposit Required
- Pre-Employment Background Screening
- Pre-Employment Drug/Alcohol Testing
- Minimum 35-hour work week (Monday thru Friday 8:30 A.M. to 4:30 P.M.)
- Available to work nights and weekends

Revised 6/2016